

CM/ECF STYLE GUIDE

Purpose

This document will provide instruction on adding names and addresses in CM/ECF to maintain consistency and standardization within the database.

Index

Things to Remember	<u>2</u>
Name Standards	
Names, in general	<u>3</u>
Multiple versions of the same name	<u>3</u>
Companies and corporations	<u>4</u>
Minor children _____	<u>4</u>
Guardian ad litem	<u>5</u>
Unknown individuals or Does	<u>6</u>
Unknown corporations	<u>7</u>
Unknown heirs, estates, trusts, etc.	<u>7</u>
Prisoner Cases	<u>8</u>
Spanish names	<u>9</u>
Government agencies	<u>10</u>
Head of agencies	<u>10</u>
State, counties or cities	<u>11</u>
Commissions or Commissioners	<u>11</u>
US ex rel	<u>11</u>
Addresses, vehicles, computers, etc.	<u>12</u>
Money	<u>13</u>
Real estate and real property	<u>13</u>

Things to Remember

- Always search before entering a name. Many names already exist in the CM/ECF database.
- *Consistency.* Try to use consistent names within the complaint. Add the party in as you think it should be. Then, in Party Text list the name they used on the complaint, ie “Listed as.....”
- *Punctuation.* Do not use punctuation in name fields. The only exception to this rule is for the City. You may use punctuation in the Party Text field.
- *Hyphenation.* You may use hyphens in name fields if hyphenating two names, such as Smith-Jones. If there is no first name, do not designate no name by placing a hyphen in the first name field.
- *Names starting with “The”.* Drop the word “The” and list the name. Do not add “The” at the end of the party name.

IF appears as...	THEN type...
The Allied Waste Company	Allied Waste Company

- *Abbreviations.* In general, abbreviations are not used for proper names. The exception is “USA”. You may use abbreviations in addresses.
- *Corrections of names.* When conducting quality assurance, the Clerk’s Office shall make any corrections as necessary. Any duplicate names will be removed.

Name standards

Names, in general

Example: Beth Shaw Moore

Last Name: Moore
First Name: Beth
Middle Name: Shaw

Multiple versions of the same name

- Use only the more complete name for the alias.
- Include any name which is substantially different.

Examples: Jessie A. Kirkland, aka Jessie A. Fox and Jessie Anne Fox

Last Name: Kirkland
First Name: Jessie
Middle Name: A

Alias Last Name: Fox
Alias First Name: Jessie
Alias Middle Name: Anne
Alias Type: aka

Robert Jones
aka Robert A. Jones , aka Robert Alfred Jones,
aka Bob Alfred Jones

Last Name: Jones
First Name: Robert

Alias Last Name: Jones
Alias First Name: Robert
Alias Middle Name: Alfred
Alias Type: aka

and

Alias Last Name: Jones
Alias First Name: Bob
Alias Middle Name: Alfred
Alias Type: aka

Companies and corporations

- Drop the word "The" and list the name.

Examples: The Amalgamated Sugar Company

Last Name: Amalgamated Sugar Company

Turner & Newall PLC and its subsidiary J.W. Robert Ltd.

Last Name: Turner & Newall PLC

and

Last Name: JW Robert Ltd

Minor children

- Anytime there is a minor, only type the initials.
- All initials are typed in the last name field.
- CM/ECF requires a minimum of two letters in the last name field.

Example: Mike R Jones

Last Name: MRJ

First Name:

Middle Name:

- When adding multiple minors that have the same initials, number the,

Example: Marissa Gomez and Marisol Gomez

Last Name: MG1

First Name:

Middle Name:

and

Last Name: MG2

First Name:

Middle Name:

Guardian ad litem

Included guardians in the Alias section. This will ensure that they will be located during a search, but will not appear as a party to the case.

Example: Gloria J. Clark, individually, and as Guardian Ad Litem for Jason L. Clark; Anthony P. Clark and the estate of Frank Clark, deceased

Last Name: Clark

First Name: Gloria

Middle Name: J

Party Text: individually and as Guardian Ad
Litem for JLC; APC and the estate of
Frank Clark, deceased

Alias Last Name: JLC

Alias Type: unk

and

Alias Last Name: APC

Alias Type: unk

and

Alias Last Name: Clark

Alias First Name: Frank

Alias Type: est

Unknown individuals or Does

- Search for the name before adding. The name “Doe” already exist in CM/ECF.
- List numerical items as they appear in the complaint. Numbers = numbers. Roman numbers = roman numbers

Examples: John Doe (single Doe)

Last Name: Doe
First Name: John

Multiple Does

John Does 1-2

Last Name: Does 1-2
First Name: John

Combination Does

47 Jane and John Does

Last Name: Does 1-47
First Name: Jane & John

Does 1-4

Last Name: Does 1-4
First Name:

Unknown Deputy Sheriff of the Ada County Sheriff's Department

Last Name: Unknown Deputy Sheriff
Party Text: of the Ada County Sheriff's Department

Unknown corporations

IF...	THEN...
XYZ Corporations	XYZ Corporations

Unknown heirs, estates, trusts, etc.

- The executor is entered as the main party, with the deceased person as the alias.

Example: Unknown Heirs, Devises, Successors in Interest and
 Claimants to the Estate of Jack S. Olson, deceased
 Last Name: Unknown Heirs
 Party Text: Devises, Successors in Interest and
 Claimants to the Estate of Jack S. Olson,
 deceased
 Alias Last Name: Olson
 Alias First Name: Jack
 Alias Middle Name: S
 Alias Type: est

- Do not type in “The”

Example: The estate of George Smiley
 Last Name: Smiley
 First Name: George
 Party Text: Estate of George Smiley
 Party Type: est

Prisoner Cases

Examples: C/O W. Brown
Last Name: Brown
First Name: W
Party Text: C/O

C/O Brown
Last Name: Brown
Party Text: C/O

Sgt. Brown
Last Name: Brown
Party Text: Sgt

Nurse Ron Jones, in his individual capacity
Last Name: Jones
First Name: Ron
Party Text: Nurse

Nurse Ron
Last Name: Ron
Party Text: Nurse

Spanish names

- The use of a hyphen determines how the last and middle name are entered. This applies to any aka or fka names.
- Do not reverse female sur-names when entering them. Enter them as they appear in the complaint.

Examples: Rosa Gonzalez Martinez (no hyphen)

Last Name: Martinez
First Name: Rosa
Middle Name: Gonzalez

Juan Sanchez-Rios (with hyphen)

Last Name: Sanchez-Rios
First Name: Juan

Jose Miguel Torres Zavala (4 names, no hyphens)

Last Name: Zavala
First Name: Jose
Middle Name: Miguel Torres

Guillermo Luis Millan-Cerna (4 names with hyphens)

Last Name: Millan-Cerna
First Name: Guillermo
Middle Name: Luis

Sergio Lopez-Hernandez, aka Nacho

Last Name: Lopez-Hernandez
First Name: Sergio
Alias Last Name: Nacho
Alias Type: aka

Maria De Jesus-Lopez

Last Name: De Jesus-Lopez
First Name: Maria

Jose De La Rosa

Last Name: De La Rosa
First Name: Jose

Government agencies

Examples: United States Forest Service
Last Name: US Forest Service

US Department of Agriculture
Last Name: US Department of Agriculture

Dept of Agriculture
Last Name: Agriculture Department of

State of Idaho, Department of Finance
Last Name: State of Idaho
Party Text: Department of Finance

ID St Bureau of Prisons
Last Name: Idaho State Bureau of Prisons

Head of agencies

Examples: Elizabeth Dole, Secretary of Labor
Last Name: Dole
First Name: Elizabeth
Middle Name: (only if listed)
Party Text: Secretary of Labor

Patty J Belton, Director of Idaho Department of Finance
Last Name: Belton
First Name: Patty
Middle Name: J
Party Text: Director of Idaho Department of Finance

Director of Idaho Department of Finance
Last Name: Director of Idaho Department of Finance

State, counties or cities

Examples: The State of Idaho
Last Name: Idaho State of

Ada County
Last Name: Ada County

City of Boise
Last Name: Boise City of

Commissions or Commissioners

Examples: Ada County Commissioners
Last Name: Ada County Commissioners

The Franklin County Commission
Last Name: Franklin County Commission

Boards of Commissioners
Last Name: List as they appear in complaint.

US ex rel

Examples: U.S. ex rel John Adams
Last Name: Adams
First Name: John
Party Text: US ex rel

U.S. ex rel Adams Construction
Last Name: Adams Construction
Party Text: US ex rel

Addresses, vehicles, computers, etc.**Examples**

The residence at 2260 Camden Dr., Boise, ID 83704

Last Name: 2260 Camden Dr Boise, ID 83704

Party Text: (only needed if they add a location description
i.e. One mile past mile post 288.....etc.)

A grey 2002 Ford Explorer, Vin #1234567890

Last Name: 2002 Ford Explorer

Party Text: A grey 2002 Ford Explorer, VIN #1234567890

A motor vehicle, white with red stripe 1987 Ford Bronco bearing
Idaho license plate 1/A 90746

Last Name: 1987 Ford Bronco

Party Text: A motor vehicle, white with red stripe 1987 Ford
Bronco bearing Idaho license plate 1/A 90746

One 1948 Piper 12 Single Engine Airplane, serial No 3773M

Last Name: 1948 Piper 12 Single Engine Airplane

Party Text: One 1948 Piper 12 Single Engine Airplane,
serial No 3773M

Dell Optiplex GX150 Model Number DHM, Serial Number 8116F11
Desktop Computer, and one 40 GB Maxtor D740X-6L Hard Drive,
Serial Number 662208938858, located at ICE Evidence Room, at
1185 South Vinnell Way, Boise, Idaho 83709

Last Name: Dell Optiplex GX150

Party Text: Model Number DHM, Serial Number 8116F11
....., located at ICE Evidence Room, at 1185
South Vinnell Way, Boise, Idaho 83709

1999 24 foot Four Winns boat, registration no. ID 4999V,
Hull ID no. XUE908

Last Name: 1999 24 foot Four Winns boat

Party Text: 1999 24 foot Four Winns boat, registration no....

One 75 foot yacht named Mizar

Last Name: 75 foot yacht

Party Text: One 75 foot yacht named Mizar

Money

Example: \$14,669.00 in U.S. Currency
 Last Name: \$14669 US Currency

Real estate and real property

Examples Tracts of land without address
 Last Name: 11.24 Acre Cassia County

Two Parcels of Land located in Cassia County
Last Name: Two Parcels Cassia County
Party Text: Two parcels of land...(rest of description)

One parcel of real estate located at 23 Elm Row Boise, ID
Last Name: 23 Elm Row Boise ID
Party Text: Sued as one parcel of real estate located at

Real property located at Avery, Shoshone County, Idaho, commonly known as Avery Trading Post, with all fixtures, appurtenances and improvements thereon, and further including any and all state and local liquor licenses connected with the use of such property as a commercial bar operation, (owner of record Sam Parks)

Last Name: Avery Trading Post
Party Text: Real property located at Avery, Shoshone County, Idaho, commonly known as Avery Trading Post, with all fixtures, appurtenances and improvements thereon, and further including any and all state and local liquor licenses connected with the use of such property as a commercial bar operation, (owner of record Sam Parks)

Alias Last Name: Parks
Alias First Name: Sam
Alias Type: unk